



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 06/01/2016	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CEMETARY CREW</b>			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: CULTURAL PRESERVATION	Location: Okmulgee	Location Code: 209	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Preservation of cemeteries and other cultural resources within the boundaries of the Muscogee (Creek) Nation
Principal Duties and Responsibilities:	Assist the Cemetery Crew in cleaning cemeteries and designing and installing fence structures around cemeteries. Maintain all proper and routine maintenance of equipment for optimum performance (lawnmowers, weed-eaters, chain saws, ATV, trailer, etc.) Evaluate supply needs and inform the crew leader of supplies needed (equipment, fencing supplies etc.). Assist in inventorying equipment and ensure all equipment is accounted for and secure. Obtain GPS training and assist in data collection on cemeteries (location, size, name, number of graves, etc.) Perform other duties as assigned by Cultural Preservation Manager.
Minimum Requirements:	At least one year of training or experience in working with power tools. Must be able to interact with the public with a high degree of professionalism. Must have a high level of understanding of the Muscogee culture.
Preferred Requirements:	Dedication to the preservation of Muscogee traditional knowledge, language, and culture. Speak and understand the Mvskoke language. Knowledge of National Historic Preservation Act (NHPA - Section 106) and Native American Graves Protection and Repatriation Act is a plus.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

**Customer Service:** Responds promptly to customer needs.

**Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.

**Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

**Written Communication:** Writes clearly and informatively; Able to read and interpret written information.



# Muscogee (Creek) Nation

## Human Resource Management Services

### Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

---

<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

#### **Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs.      ☐ Up to 100 lbs.      ☐ Over 100 lbs.  
☐ Physical Exam Required

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☒ Fumes or airborne particles      ☒ Outside weather conditions      ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock      ☒ Vibration      ☒ Loud Noise

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.